

CSA Template Instructions

The Instruction Manual, templates and template instructions for the C-CFSR Process are available on the [Children's Services Outcomes and Accountability Bureau](#) and [CDSS County Extranets](#) webpages.

The CSA Template mirrors the Instruction Manual and provides the appropriate headings for counties to insert county-specific information. Required elements for inclusion in the CSA Report can be found in Chapter 2. Utilize the Instruction Manual for details regarding required information to be included under the headings within the template.

Should the county elect to use their own template, submit the CSA Checklist to the CDSS in tandem with the report. The CSA Checklist will serve as a tool to identify where the required components of the CSA can be located within the county's report.

The county has discretion to add additional sub headers, graphs or other tools to provide the required information in each section of the template. Adjust style and formatting by selecting the text and changing the font style to the county's preference. Consider utilizing graphs and other illustrations to present information within each template. Upon completion of the report, the table of contents may be manually populated with page numbers and attachment information.

The following is the format for submitting the full report:

- County Cover Sheet (optional)
- C-CFSR Signature Sheet (this item can also be submitted as an attachment)
- CSA Report
- Other attachments as applicable

Board of Supervisors approval is not required by the CDSS for the CSA.